

TREASURY DOCUMENTATION**Subject**

Publications for General Public Use, Required Information and Disclosures

ForEMPLOYEE HANDBOOK
FORMS LIAISON HANDBOOK**Also See**

ET-03120, 142

IdentificationET-03088
Policy**Effective**

7-1-2004

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Replaces

ET-03088 (8-1-2000)

It is the policy of the Department of Treasury to include the following information in documents that are published or conveyed to the general public.

1. Whenever a taxpayer assistance telephone number for use by the hearing public is printed, also include the taxpayer assistance number for people who are deaf, hard of hearing or have a speech impairment. Treasury's TTY (teletypewriter) number is (517) 636-4999. Telephone calls to or from people who are deaf, hard of hearing or have a speech impairment may also be relayed through the Michigan Relay Center by dialing 711 or 1-800-649-3777. See Policy ET-03120 on Treasury's Intranet.
2. Announcements for meetings, conferences, interviews, training and the like should include a brief notice stating that individuals (or employees) with disabilities needing special accommodation(s) should call in advance. The notice should give a contact person and a phone number to call, including Treasury's TTY number and the Michigan Relay Center number.
3. All employment applications, forms and letters should include a brief notice stating that the Department is an "Equal Employment Opportunity Employer." Where applicable, notices should state that the Department prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, age, height, weight, or marital status.

Publications include, but are not limited to, the following:

1. All tax forms and tax instruction booklets.
2. Any printed document for general circulation that informs the public how to contact the Department for services, employment information, forms or advice (e.g., a brochure, form or form letter, form instruction, booklet, pamphlet, training manual, bulletin, newsletter, report, poster, sign, flyer or any other publicly distributed printed material).
3. All Treasury press releases.
4. Any presentation, paid advertisement or public service announcement produced by or for the Department for presentation by commercial network, public or cable television or radio stations.

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5. Any educational or training film or video produced by or for the Department for public showings or private showings at seminars.
6. Any speech, presentation or other program which will be attended by persons who will serve the public in any way connected with tax administration or other Treasury activity.
7. All State of Michigan, city and departmental telephone directories and listings.

Exception: Correspondence written by an individual is excluded from this Policy.

All publications, forms, advertisements and documents should be reviewed to ensure that they do not contain any offensive, demeaning or exclusionary language in reference to any individual based on race, color, national origin, sex, religion, disability, age, height, weight, or marital status. Exclusionary language is language that excludes individuals or groups of individuals from participating in Departmental programs or receiving services offered by the Department to the general public.

See Policy ET-03142 in the Employee Handbook, regarding inclusive and respectful language.

End